

Montgomery County Government

DEPARTMENT OF TECHNOLOGY AND
ENTERPRISE BUSINESS SOLUTIONS



Walk & Ride Challenge User Manual

2025

**WALK
&
RIDE**



■ Getting Started



■ Step 1

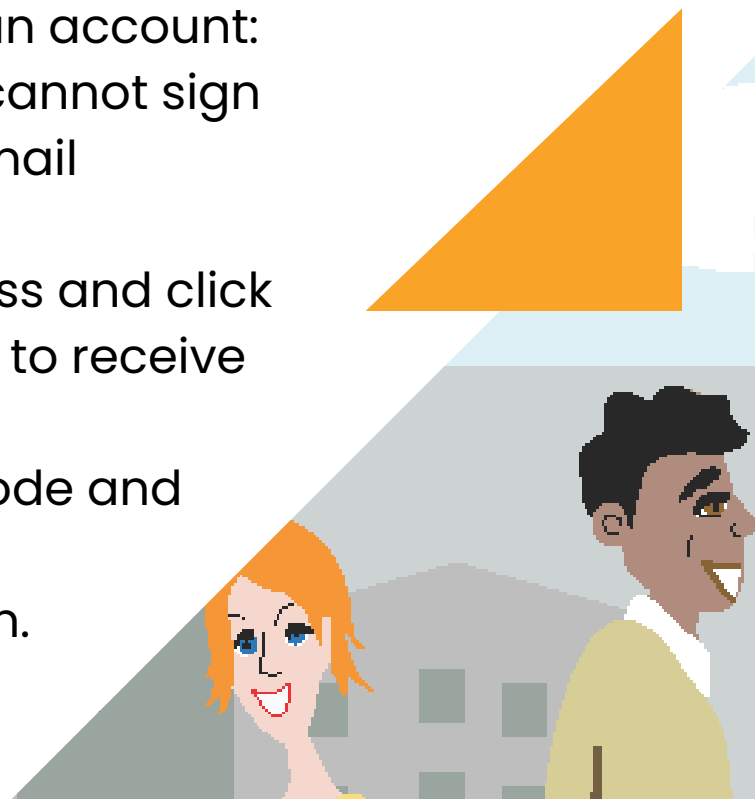
Access the Portal

1. Navigate to [Walk & Ride website](#).

■ Step 2

Sign In or Sign Up

1. Click on "Click here to Sign In or Sign up for Walk & Ride Challenge".
2. You will be directed to the Sign In/Sign Up page.
 - If you have an account: Sign in.
 - If you do not have an account: Sign up (note: you cannot sign up with a county email address).
3. Enter your email address and click Send Verification Code to receive an email in your inbox.
4. Enter the verification code and click Verify Code.
5. Fill out the sign-up form.



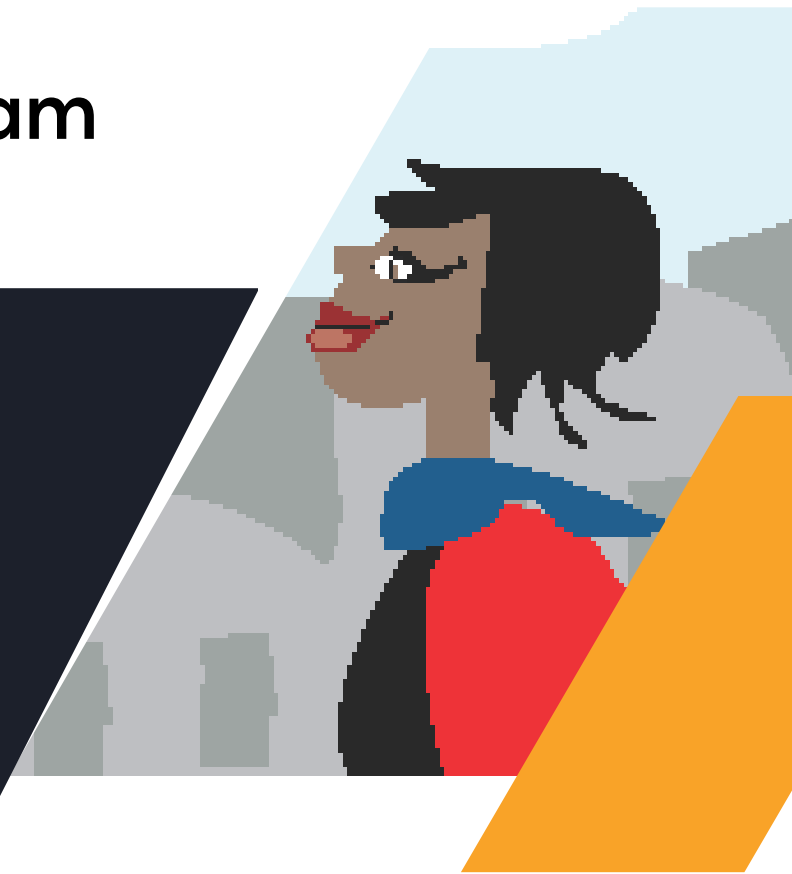
■ Creating a Team

■ Step 1

Register as a Captain

1. Click on the Captain Registration tab.

- If you select No, you will be taken back to the homepage.
- If you select Yes, you will be directed to the Team Registration page to create a new team.



■ Step 2

Fill Out the Team Registration Form

1. Complete the team registration form with the necessary information.
2. If the team name already exists in a TMD, you will be notified that the team already exists. Note: The same team name can be used across different TMDs.
3. Once you submit the form, you will receive a confirmation email from PowerApps EPS indicating that you have registered a new team. The email will include an invitation link you can use to invite players to join your team.
4. You can also find the invitation link on the My Team Roster page/tab in the Walk & Ride application.

■ Sending an Invitation

■ Step 1

Use the Invitation Link

1. Click or copy-paste the invitation link received in the email (the link will look like: <https://eps-portal-dev.powerappsportals.us/Invite-Team-Member/?tmd=County%20Employees&teamname=TestTeam>).
2. Go to the My Team Roster page and click on Open Invitation Link.

■ Step 2

Fill Out the Invitation Form

1. Fill out the form with the players you would like to invite.
2. Upon submission, both you (the Captain) and the invited players will receive an email inviting the players to join the team.



■ Player Sign-Up Process

Step 1

Access the Invitation Link

1. Click on the link received in the email. The link will look like: <https://eps-portal-dev.powerappsportals.us/Register-for-Team/?tmd=County%20Employees&teamname=TestTeam>.
2. The user will first be taken to the homepage upon clicking the link.

Step 2

Sign In or Sign Up

1. Click on the “Click here to Sign In or Sign up for Walk & Ride Challenge” button.
2. Sign up with the email address linked to accessMCG (must be a non-county email address).

Step 3

Complete the Registration

1. Once signed up, the player will be directed to the registration page to register for the team they received an invitation for. The player’s first name, last name, email address, TMD, and team name will be auto-populated. The user will need to enter the company information.
2. After submitting the form, the user will be directed to a screen stating they have successfully registered for the Walk & Ride Challenge.
 - The user can click on the link on the confirmation page to see Team Details or click on the My Team Roster Page.
3. The Captain will receive a confirmation email.

■ Tip

If you already have a MCGAccess account and have forgotten your password, you must reset it first, then click on the link to join your team.

**Thank You
For
Participating
in the
Walk & Ride
Challenge!**



Questions?

**Contact the North Bethesda
Transportation Center**

walkandride@nbtmd.org

**Visit Our Website for
More Information**

www.nbtc.org